

SAINT PAUL'S CHURCH NATIONAL HISTORIC SITE

PUBLIC USE REPORTING AND COUNTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by Saint Paul's Church National Historic Site. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Socio-Economic Studies Division to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

Recreation Visits

1. The number of individual visitors.
2. The number of tour group visitors.
3. The number of special event visitors.
4. The number of visitors attending concerts.
5. The number of speaking engagement visitors.
6. The number of lunchtime patrons.

Non-recreation Visits

1. The number of visitors attending public meetings at the site.
2. The number of outside event visitors at the site.
3. The number of delivery visits.

Recreation Visitor Hours

Recreation visitor hours are the sum of the subtotals of each of the categories listed in Table 1. Each subtotal is the results of multiplying the number of visitors associated with that category by its length-

of-stay multiplier.

Table 1

Recreation Average Length of Stay Multipliers by Category

CATEGORY	AVERAGE LENGTH-OF-STAY
Individual Visitors	1.00 hour
Group Tour Visitors	1.50 hours
Special Event Visitors	2.00 hours
Speaking Engagement Visitors	1.50 hours
Concert Visits	1.50 hours
Lunchtime Visits	0.75 hour

Non-recreation Visitor Hours

Non-recreation visitor hours are the sum of the subtotals of each of the categories listed in Table 2. Each subtotal is the results of multiplying the number of visitors associated with that category by its length-of-stay multiplier.

Table 2

Non-recreation Average Length of Stay Multipliers by Category

CATEGORY	AVERAGE LENGTH-OF-STAY
Meetings	2.00 hours
Outside Events	2.50 hours
Delivery Visits	0.25 hour

Special Use Data

Line n. Number of tour buses